



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email [CTLT@ilstu.edu](mailto:CTLT@ilstu.edu) or call [\(309\) 438-2542](tel:3094382542) if you have questions.

## ReggieNet: Lessons – Requiring Items

Video - [Creating Required and Prerequisite Items in Lessons](#)

Many of the items that instructors use in lessons can be set as required items and prerequisites to other items. This handout will show you how to create requirements and prerequisites in the lessons tool.

In **Lessons**, you can organize your materials such that students will be required to complete one item before being able to access a subsequent one. For example, you may have an article that you want your students to read before moving on to an assignment in a lesson. Prerequisites can be set by making those items **required**, then designating that an item not be released until prerequisites are completed.

The screenshot shows a list of lesson items in ReggieNet. The items are: 'Communication Workshop.pdf', 'Week 2 [Has prerequisites]', 'form', 'Quiz 4 [Has prerequisites]', 'Google', and 'Stuff'. Callouts are placed over the items to indicate their status: 'Required item, completed' points to 'Communication Workshop.pdf'; 'Item with completed prerequisites' points to 'Week 2'; 'Required item, not completed' points to 'form'; and 'Item with uncompleted prerequisites' points to 'Quiz 4'. Each item has a small menu icon to its right.

Many items used in a lesson can be set as required but the requirements associated with those items may differ.

### Items that only require students to open

1. Content links – either uploaded files or links to external sites
2. Videos linked from resources

### Items that can require submittals from students

1. Forums – either at the forum level or topic level
2. Assignments
3. Tests and quizzes
4. Questions
5. Student Pages

### Items that cannot be required

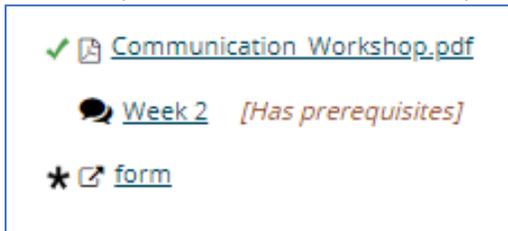
1. Text content

2. Embedded content such as videos
3. Checklist

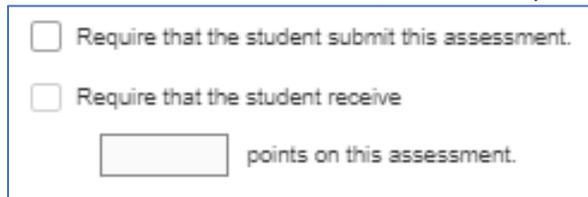
### How to make items required

The option to make an item required may be displayed when you add that item. In other cases, you need to edit the item after it has been added.

1. Click on the edit button that's associated with that item.
2. Locate and check the box that says **Require This Item**.
3. Click on **Update Item** to finish. This returns you to the main lesson page.
4. Required items will be displayed with an asterisk next to the label; once a required item has been completed, the asterisk will be replaced with a green checkmark.



Links to assessments in the **Tests & Quizzes** tool are unique in that you can not only require that a student submit the assessment, but that they achieve a certain minimum score.

A screenshot of a form with two checkboxes and a text input field. The first checkbox is labeled 'Require that the student submit this assessment.' The second checkbox is labeled 'Require that the student receive' followed by a text input field and the text 'points on this assessment.'

### How to set an item to have prerequisites

The option to have an item required prerequisites may be displayed when you add that item. In other cases, you need to edit the item after it has been added. .

1. Click on the edit button that's associated with that item.
2. Locate and check the box that says **Require This Item**.
3. Click on **Update Item** to finish. This returns you to the main lesson page.

You will see **[Has prerequisites]** next to the item on the main lesson page. This means is that all previous items that have been marked as required will now be prerequisites, and they will need to be completed before the item with prerequisites can be accessed.

Access is controlled behind the scenes through groups. Any time you make an item required, an access group will be created for that item. Students are added to the group when they have completed all the required items.

## Page level requirements

You can also set pages to be prerequisites for other pages. For example, a student must complete all requirements on the UNIT 1 page before they can access the UNIT 2 page. The options for either setting a page to be required, or to control release based on requirements, can be found by clicking on the Settings icon  in the Lessons menu.

\* Page title

Don't Release Page Until All Prerequisite Pages are Completed

Require This Page

For a page to be required, there must be at least one item on that page that is set as required.